Shaping the Future of Aerospace

Exhibitor Manual

AIAA SciTech Forum and Exposition

4-8 January 2016

Hyatt Manchester Grand
San Diego, CA

IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY

Shaping the Future of Aerospace

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Dear Exhibitor,

On behalf of AIAA, we would like to say thank you for your participation in and support of the **AIAA SciTech Forum and Exposition.** This event would not be a success without the support of organizations like yours and we at AIAA would like you to know how much we appreciate your support.

This exhibitor service manual contains all of the information your organization will need regarding the logistics of this event. Please take special note of the list of deadlines.

The forms for Exhibitor Guide Listing and Exhibitor Badges are online. Those forms are located at www.aiaa-scitech.org under **Exposition**. Please fill out those forms by the deadline listed on page 5 and submit. The form will be emailed directly to Jean Riley. **To be consistent we ask that you email your logo in .eps or .ai to Jean Riley to ensure we have the most updated version.**

A block of rooms has been reserved at the Hyatt Manchester Grand. You can book your room on line through our web site at www.aiaa-scitech.org. The link is located under "Plan your Trip".

We have several networking events scheduled in the Exposition Hall during the Forum. All networking coffee breaks, the Tuesday Networking Reception and Wednesday Networking Luncheon will be located in the hall. Your exhibitor badge allows access to any event held in the Exposition Hall. You are allowed 4 exhibit badges per 10X10 booth.

AIAA strives to make our events the very best they can be. To that end, once the event has concluded we will be distributing an event survey to all exhibiting organizations. We ask that you please take a few moments to complete the survey and provide us with your feedback. Your constructive criticism is welcome and encouraged.

If we can be of assistance in preparing for this event, while onsite, or after the event has concluded, please feel free to contact us. Once again, thank you for supporting this event and we will see you on the show floor!

Regards,

Jean

Jean Riley
Senior Event Planner
jeanr@aiaa.org
703-264-7509

IMPORTANT DEADLINES
SciTech 2016

Item	Deadline
Exhibit Guide Listing Form (on-line)	18 November 2015
Exhibit Booth Staff Badge Form (on-line)	15 December 2015
Decorator Non-Official Contractor	4 December 2015
Decorator Furniture Discount Deadline	18 December 2015
Decorator Freight Discount Deadline	28 December 2015

Exhibit Hall Hours
Tuesday, 5 January 2016
Reception 1815-2000 hours
Wednesday, 6 January 2016
0845-1600 hours
Thursday, 7 January 2016
0845-1400 hours

Shaping the Future of Aerospace

AIAA RULES AND REGULATIONS SciTech 2016

NON OFFICIAL CONTRACTOR

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to Arata by 4 December 2015. If credentials are not on file, contractors may be prohibited from entering the show floor**. AIAA will not supply information to display houses who are "bidding" for your business. The exhibitor must make any request for information required in writing to Arata.**

An exhibitor may employ the services of an exhibitor-appointed contractor to install and dismantle the display, providing the exhibitor and the independent installation and dismantling contractor comply with the following requirements:

The exhibitor-appointed contractor must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE ARATA HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL AND SENT TO THE EXHIBITOR.**

1) The exhibitor must notify ARATA of the intention to use an independent contractor by 4 December 2015**,** furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).
2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**
3) The nonofficial contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.
4) **The nonofficial contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage**:**
    a. **An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.**
    b. **Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than $1,000,000.00 each occurrence.**
    c. **Automobile liability insurance of not less than $500,000.00 for bodily injury and property damage, each occurrence.**
5) The nonofficial contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.
6) The nonofficial contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.
7) The nonofficial contractor must not solicit business on the show floor.
8) The nonofficial contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.
9) The nonofficial contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems.

10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The nonofficial contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.
11) Violation of above stated rules will lead to expulsion from the exhibit hall.

GENERAL RULES

International Traffic in Arms Regulations

AIAA exhibitors are reminded that their exhibits at the conference could be controlled by the International Traffic in Arms Regulations (ITAR). U.S. Organizations are responsible for ensuring that technical data they display via their exhibits in open forums to non-U.S. Nationals in attendance should be compliant with the ITAR export restrictions. U.S. Nationals are likewise responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. Nationals in attendance.

Booth Staffing

Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager may be subject to penalties applied at the discretion of AIAA. The penalties can range from loss of priority status to exclusion from any and all AIAA events.

Operating Area

AIAA reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.

Carpet/ Floor Covering

Floor covering is required for all exhibits at all AIAA events. The Exhibit hall at Hyatt Manchester Grand is carpeted.

Children

For safety reasons, no persons under the age of 18 are allowed in the exhibit hall without parental supervision at any time.

Shoes

For your own safety, **no open toe shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.**

DISPLAY RULES

In-line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as “Linear Booths”.

Size

The standard In-line booth size in the US is 10’x10’ (3.05m x 3.05m) although there are exceptions where the depth of the booth will vary and the space offered is 9’x10’, 8’x10’ and in some extreme cases even 5’x10’. These variations are usually as a result of trying to maximize a small space.

Rules Applying to In-line Booths

Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10’ of an adjoining booth. In other words for any In-line booth space longer than 30’, the 4 foot restriction is only applied to the 10’ booth sections on the left and right extremes of the space.

Variations to In-line Booths

There are two variations to In-line booths and they are the Corner Booth and the Perimeter Booth. A Corner Booth is defined as an In-line booth that is exposed to aisles on two sides. All rules that apply to standard In-line booths apply to Corner Booths without exception. A Perimeter Booth is an In-line Booth that backs to a wall or otherwise has no other booths behind it. A Perimeter Booth may deviate from standard In-line Booth rules only to the extent that the maximum back wall height may go as high as 12’.

Hanging Signs

Hanging signs of any type are not permitted for In-line booths in any configuration.

End-cap Booths

An End-cap booth is defined as two In-line booths that are exposed to aisles on three sides.

Rules Applying to End-cap Booths

While some events do allow the use of End-cap booths, the rules that are generally applied in order to maintain sight-lines tend to be quite confusing and are extremely limiting to the point where the usable space is only 50% of the total. To eliminate the issues that come with them, End-cap booths are not permitted.

Peninsula Booths

A Peninsula Booth is composed of at least 4 contiguous booths and is exposed to aisles on three sides. There are two variations to the Peninsula Booth; a) one which backs up to In-line booths and b) one which backs up to another Peninsula Booth and are sometimes referred to as a "Split-Island Booth".

Size

Peninsula Booths are generally 20'x 20' or larger but can vary in one dimension depending on the standard booth established for the event, i.e. if the standard In-line booth is 8'x10' then a Peninsula Booth would be 16' x 20' or larger.

Rules Applying to Peninsula Booths

In-line - When a Peninsula Booth backs to two In-line booths, back wall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 16' including signage for all other parts of the space.

Split-island – When a Peninsula Booth shares a common back wall with another Peninsula Booth, the entire cubic content of the space may be used without any back wall sight-line restrictions up to a maximum height of 16'.

HANGING SIGNS

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides.

Size

Island Booths are generally 20'x20' or larger.

Rules Applying to Island Booths

The entire cubic content of the space may be used up to the maximum height of 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

OTHER THINGS TO CONSIDER

More on Hanging Signs

PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/ decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 16 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

Structural Integrity

Displays should be designed, constructed and erected in such a way that will withstand normal contact caused by neighboring exhibitors, hall laborers or vibration caused by equipment such as forklifts and boom lifts. Exhibit structures should also be able to tolerate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Multi-story Exhibits

A Multi-story Exhibit is a display where the structure is in excess of 12 feet, and includes double and triple-decker booths. Some venues require prior approval of multi-story exhibits by the facility and/or applicable local government authorities because it is deemed to be a "structure" for building purposes. A building permit based on an application and drawings prepared and submitted by a licensed architect or engineer may need to be obtained. It is the exhibitor's responsibility to make sure that they are in compliance with local building regulations and as this can be a lengthy process to start early on to ensure that all time constraints are met.

Towers

A tower is a freestanding exhibit component. Towers taller than 8 feet should have drawings available for inspection. As with multi-story exhibits local regulations in many facilities strictly govern the use of towers. A building permit may be required.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available online from the US Department of Justice at www.usdoj.gov/crt/ada/infoline.htm

Flammable and Toxic Materials

All materials used in the construction of displays should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. It is the exhibitor's responsibility to dispose of any waste products they generate during the event in accordance with guidelines established by the US EPA and local authorities.

Electrical

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently no permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

The following guidelines should be considered when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and must be approved in writing by AIAA.
- Lighting effects should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the AIAA Science and Technology Forum and Exposition scheduled for 5 -7 January 2016 at the Manchester Grand Hyatt in San Diego, California.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the AIAA Science and Technology Forum and Exposition . If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

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SHOW FACTS

SCITECH 2016

AIAA Science and Technology Forum and Exposition
5-7 January 2016
Manchester Grand Hyatt
Grand Hall
San Diego, California

SHOW MANAGEMENT:

Jean Riley
Conference & Special Events Manager
American Institute Aeronautics & Astronautics
1801 Alexander Bell Drive
Suite 500
Reston, VA 20191-4344

Phone: (703) 264-7574
Fax: (703) 264-7551
Email: jeanr@aiaa.org

BOOTH EQUIPMENT:

Each 10' x 10' booth will receive an 8' high back wall draped in grey/white/white/grey. The 3' high side rail drape will be grey. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

BOOTH CARPET:

The exhibit hall is carpeted in navy blue and orange. You may want to order carpet to enhance the appearance of your booth space, if so an order form is included in this manual.

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SHOW FACTS

SCITECH 2016

AIAA Science and Technology Forum and Exposition
5-7 January 2016
Manchester Grand Hyatt
Grand Hall
San Diego, California

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive on or between 20 November 2015 and 28 December 2015 to avoid late fees. The warehouse will be closed 24-25 December 2015 and will receive shipments until noon on 31 December 2015 and closed on 01 January 2016).

To: **(Name of Exhibitor and booth number)**
For: SCITECH 2016
c/o: Arata Expositions, Inc.
c/o: YRC
9525 Padgett Street
San Diego, CA 92126

DIRECT SHOWSITE SHIPMENTS

(Shipments will be received Sunday, 3 January 2016 between 1300 and 1700 and Tuesday, 5 January 2016 between 0800 - 1500)

To: **(Name of Exhibitor and booth number)**
For: SCITECH 2016
c/o Arata Expositions, Inc.
c/o Manchester Grand Hyatt
Grand Hall
1 Market Place
San Diego, CA 92101

NOTICE FOR DIRECT SHIPMENTS:

If you intend to ship your materials directly to show site, please refer to the shipping dates noted above. The Manchester Grand Hyatt will receive any shipments that arrive early or to the attention of a guest and the Manchester Grand Hyatt will charge a handling fee. Any materials shipped to the Manchester Grand Hyatt may be consigned to Arata Expositions, Inc. by the Manchester Grand Hyatt and you will be billed the appropriate material handling charges by Arata Expositions, Inc. in addition to any charges or fees that the Manchester Grand Hyatt may charge.

EXHIBIT APPOINTED CONTRACTOR:

If you plan to utilize a firm other that the Official Contractor, you must complete and return the NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR FORM to Arata Expositions, Inc. no later than Friday, December 4, 2015. In addition, a Workman's Compensation valid in the state of California must be submitted no later than Friday, December 4, 2015.

UNION RULES & REGULATIONS:

Please refer to the labor regulations page in the service kit.

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SCITECH 2016
5 - 7 January 2016
Manchester Grand Hyatt
Grand Hall
San Diego, California

SHOW SCHEDULE

SET UP TIMES

Monday,	4 January	0800 - 1700
Tuesday,	5 January	0800 - 1500

SHOW HOURS

Tuesday,	5 January	1815 - 2000 (Reception)
Wednesday,	6 January	0845 - 1600
		1230 - 1400 (Box Lunch in exhibit hall)
		1500 - 1600 (Break in exhibit hall)
Thursday,	7 January	0845 - 1400
		1330 - 1400 (Break in exhibit hall)

MOVE OUT TIMES

Thursday,	7 January	1400 - 1800

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HELPFUL HINTS

SCITECH 2016

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc.)
- A completed credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct including the expiration date.
- Be sure you return the appropriate forms to the appropriate vendors by the order deadline dates. By submitting your order forms (with full payment) by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to share this information with your carrier.
- Bring the tracking numbers from all of your shipments as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

SHOWSITE

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer Service Center .
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Customer Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than the time indicated in the Shipping section of this service kit or your freight will be re-routed on the designated show carrier.

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HOW TO PLACE YOUR ORDER

SCITECH 2016

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

FORMS TO ARATA EXPOSITIONS, INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order on-line, mail, fax or email this set of documents to:

arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
Email mmcelroy@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.

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PAYMENT POLICY AGREEMENT

SCITECH 2016

Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information**. A $25.00 bank transfer fee for wire transfers must be added to the amount transferred**. The exhibiting company will be responsible for all bank fees. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event: or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a credit card authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and **must** be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of $50.00 for any returned check.

If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

arata expositions, inc.
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orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

CHARGE AUTHORIZATION

SCITECH 2016

All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services (including any T3 Logistics, LLC invoicing) will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express ☐ **MasterCard** ☐ **Visa** ☐

Account # **Expiration Date** | | | | |

Cardholder's Name (Print)_____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

(This form must be signed and accompanied by your order)

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THIRD PARTY PAYMENT

SCITECH 2016

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM**. Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, that we, the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the third party:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

EXHIBITING COMPANY

Exhibiting Company

Address

City State Zip

Phone Fax

E-Mail Address

Exhibitor Signature

Print Name

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name

Address

City State Zip

☐ American Express ☐ Visa

☐ MasterCard **EXPIRATION DATE:** ___/___/___

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

- ☐ All Services
- ☐ Furniture, Carpet and Accessories
- ☐ Labor
- ☐ Other (Please Specify) _____
- ☐ Booth Cleaning
- ☐ Material Handling

Cardholders Signature

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF DECEMBER 18, 2015.

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COST CALCULATION

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

COST CALCULATION WORKSHEET

1. Furniture ..... _____
2. Display Tables..... _____
3. Plush Carpet/Standard Carpet ..... _____
4. Custom Furniture ..... _____
5. Rental Booths/Display Cases..... _____
6. Cleaning ..... _____
7. Signs ..... _____
8. Floral ..... _____
9. Labor Installation ..... _____
10. Labor Dismantling..... _____
11. Material Handling Estimate..... _____
12. **TOTAL LINES 1- 11**..... $ _____
13. Add 8.0% Tax..... $ _____
14. **BALANCE DUE***..... $ _____

***Your order will not be processed without a credit card on file.**

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SAFETY

SCITECH 2016

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage. Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.

If you notice anything unsafe please contact an Arata employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !

arata expositions, inc.

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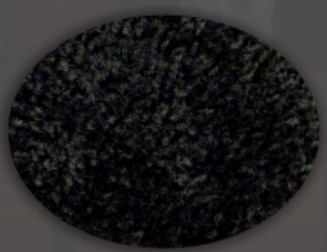
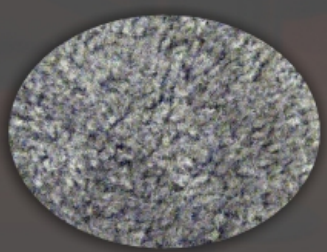
STANDARD BOOTH CARPET

Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet

burgundy

red


black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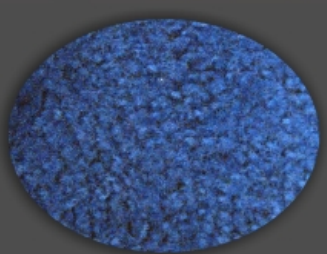
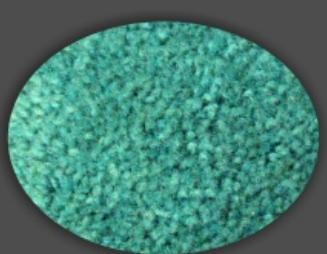
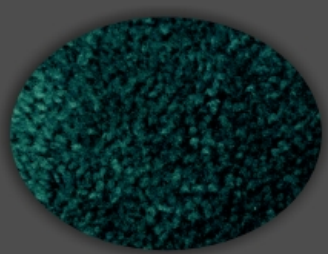

blue

purple


teal


hunter green

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STANDARD CARPET

SCITECH 2016

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STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
☐	10' x 10' Carpet	$212.00	$275.60	$
☐	10' x 20' Carpet	$424.00	$551.20	$
☐	10' x 30' Carpet	$636.00	$826.80	$
☐	10' x 40' Carpet	$848.00	$1,102.40	$

Standard carpet is supplied **only** for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____	x $4.50 per sq. ft	$5.85 per sq. ft	= $_____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are not selected in advance, AEI will do so at no risk.

CARPET PADDING

		Discount Price	Standard Price		Extended Price
Single Padding	_____ x _____ = _____ sq. ft. x	$1.80 per sq. ft	$2.34 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft. x	$3.60 per sq. ft	$4.68 per sq. ft	=	$ _____

VISQUEEN

	Discount Price	Standard Price		Extended Price
_____ x _____ = _____ sq. ft. x	$ 1.00 per sq. ft	$1.35 per sq. ft	=	$ _____

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All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
8% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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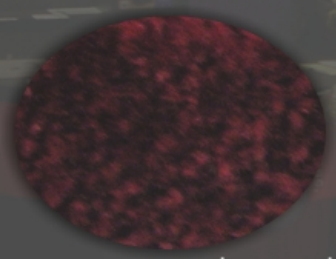
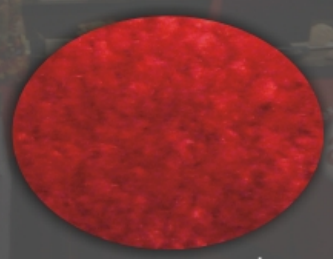
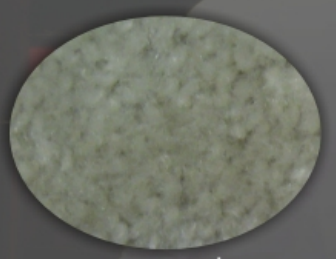
CUSTOM PLUSH CARPET

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet


burgundy


red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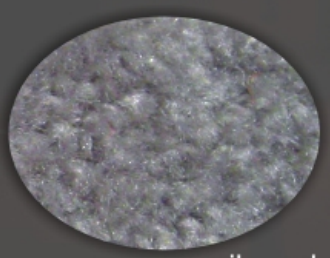
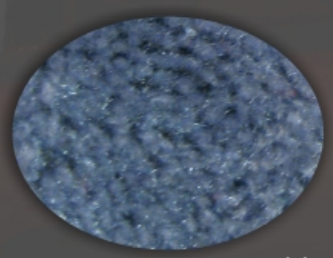
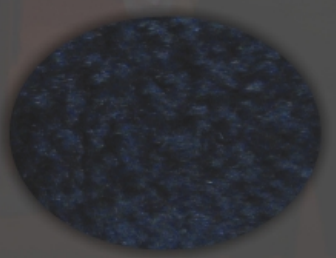

silver cloud


new blue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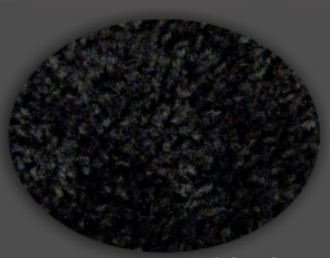
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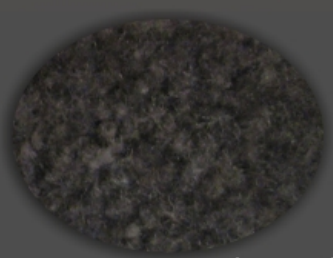
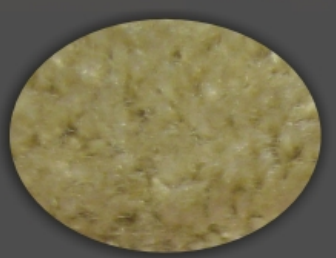

charcoal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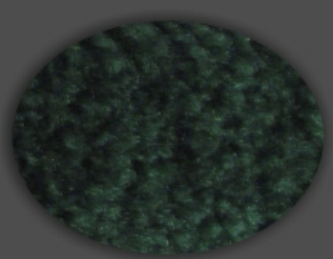
emerald

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PLUSH CARPET

SCITECH 2016

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PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft		Discount Price	Standard Price		Extended Price
_____	x	$6.40 per sq. ft	$8.32 per sq. ft	=	$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice **

If item colors are not selected in advance, AEI will do so at no risk. ****Purchase only @ $8.50 per sq. ft discount or $11.05 standard**

CARPET PADDING

					Discount Price	**Standard Price**		**Extended Price**
Single Padding	_____ x _____ = _____ sq. ft.	x	$1.80per sq. ft	$2.34 per sq. ft	=	$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x	$3.60 per sq. ft	$4.68 per sq. ft	=	$ _____

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Plush Booth Carpet Total	
8% Tax	
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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STANDARD BOOTH FURNISHINGS

Choose from a full line of attractive, versatile booth furnishings to create just the right atmosphere for meeting with your prospects

SHOWN:

- Deluxe Arm Chair
- Deluxe Counter Stool
- Draped Table (42”h x 2’ x 8’)
- Draped Table (30”h x 2’ x 4’)
- Chrome Tripod Easel
- Wastebasket

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FURNITURE

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CHAIRS				
Qty.	**Description**	**Discount Price**	**Standard Price**	**Extended Price**
	Arm Chair	$95.00	$123.50	$
	Side Chair	$87.50	$113.75	$
	Counter Stool	$89.75	$116.68	$
ACCESSORIES				
	Wastebasket	$23.00	$29.90	$
	Literature Rack	$195.00	$253.50	$
	Bag Holder	$103.00	$133.90	$
	Easel (Tripod)	$54.00	$70.20	$
	Chrome Sign Holder (22” x 28”)	$166.00	$215.80	$
	Fishbowl	$65.00	$84.50	$
	Posterboard, 4’ x 8’, Vertical	$202.00	$262.60	$
	Posterboard, 4’ x 8’, Horizontal	$202.00	$262.60	$
	Tensa Barriers	$165.00	$214.50	$
	Credenza (18”d x 36”w x 42”h) white grey black	$400.00	$600.00	$
	Pedestal (18”d x 18”w x 42”h) white grey black	$385.00	$577.50	$

SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) ($55 min)	$26.00	$33.80	$
	3' High (per lin. foot) ($55 min)	$18.00	$23.40	$
	Special Skirting (per lin. foot)	$10.00	$13.00	$
	8’ High End Cap / Close Off	$55.00	$71.50	$

(CHECK COLOR BELOW)

☐ Blue ☐ Teal ☐ Burgundy ☐ Black
☐ Red ☐ Silver ☐ Purple ☐ White

If item colors are not selected in advance, AEI will do so at no risk.

Furniture Total	
8% Tax	
Total	

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

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DISPLAY TABLES

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DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	$136.50	$177.45	$
	2' x 6' x 30"	$174.50	$226.85	$
	2' x 8' x 30"	$212.75	$276.58	$
	4th Side Drapes for 30" Tables	$51.50	$65.95	$

DRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$174.50	$226.85	$
	2' x 6' x 42"	$212.75	$276.58	$
	2' x 8' x 42"	$250.75	$325.98	$
	4th Side Drapes for 42" Tables	$59.75	$77.68	$

(CHECK COLOR BELOW)

☐ Black ☐ Blue ☐ Burgundy ☐ Silver
☐ White ☐ Red ☐ Teal ☐ Gold

If item colors are not selected in advance, AEI will do so at no risk.

UNDRAPED DISPLAY TABLES 30" HIGH

	2' x 4' x 30"	$81.25	$105.63	$
	2' x 6' x 30"	$102.00	$132.60	$
	2' x 8' x 30"	$122.50	$159.25	$

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

UNDRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	$102.00	$132.60	$
	2' x 6' x 42"	$122.50	$159.25	$
	2' x 8' x 42"	$143.00	$185.90	$

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	$59.75	$77.68	$
	6 ft. Riser (white vinyl)	$76.25	$99.13	$

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Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.

Display Tables Total	
8% Tax	
Total	

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax

custom furniture

arata expositions, inc.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

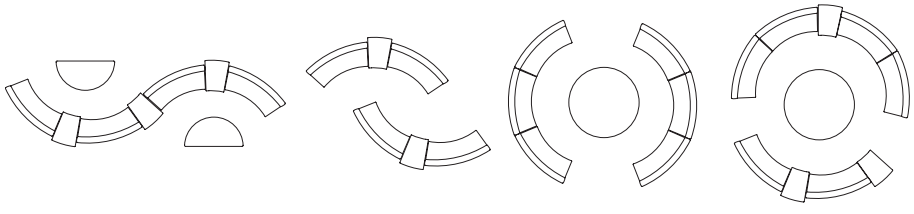
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow

SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

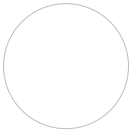
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

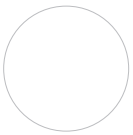
WTB

WTC

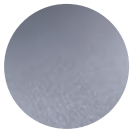
TABLE TOP OPTIONS

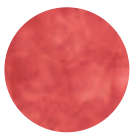
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar

BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

trade shows

sales meetings

corporate events

conventions

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
SOFAS/SECTIONALS AND LOVESEATS			
HEA08		Heathrow Sofa/Black Vinyl	639.00
SO1		South Beach Sofa/Platinum Suede	599.00
SFA001		Mirabel Sofa/Brown Leather	761.00
SFA002		Allegro Sofa/Blue Fabric	628.00
NPLSOF		Naples Sofa/Black Vinyl	806.00
TANSOF		Tangiers Sofa/Beige Textured	639.00
SOM		Key West Sofa/Black	527.00
SFA003		Roma Sofa/White Vinyl	761.00
HS008		Heathrow 3 Piece Sectional/Black Vinyl	1676.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1304.00
LS M		Key West Loveseat/Black	469.00
NPLLOV		Naples Loveseat/Black Vinyl	678.00
CLUB/OCCASIONAL/MEETING CHAIRS			
CHR003		Roma Chair/White Vinyl	497.00
CHR001		Mirabel Chair/Brown Leather	497.00
CHR002		Allegro Chair/Blue Fabric	417.00
NPLCHR		Naples Chair/Black Vinyl	562.00
TANCHR		Tangiers Chair/Beige Textured	415.00
OCB		Key West Tub Chair/Black	384.00
HCH08		Heathrow Chair/Black Vinyl	498.00
HC008		Heathrow Corner Chair/Black Vinyl	537.00
SWAN		Swanson Swivel Chair/White Vinyl	345.00
OCA		T-Vac/Translucent/Chrome	267.00
OCH		Madrid Chair/Black Leather	722.00
BCW		Madrid Chair/White Leather	722.00
CCE		Ice Chair/Transparent	197.00
LABREA		La Brea Swivel Chair/Charcoal Grey Fabric	396.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)			
MADGRY		Madden Arm Chair/Light Grey Vinyl	409.00
OCMESP		Espresso Meeting Chair	179.00
OCMTAU		Taupe Meeting Chair	257.00
OTTOMANS			
BNO08		Bench Ottoman/Black Vinyl	396.00
BNO75		Bench Ottoman/White Vinyl	396.00
END02B		Endless Square Ottoman/Black	345.00
END02W		Endless Square Ottoman/White	345.00
SAL		Sally Stool/White	87.00
OSC		Cube Ottoman/White Leather	110.00
OTH		Cube Ottoman/Black Leather	110.00
PUZZ2SW		Puzzle Bench Ottoman/White	299.00
CUBL20		Edge LED Cube Ottoman/White Plastic	185.00
VIB01		Vibe Cube Ottoman/Green Vinyl	126.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	126.00
VIB03		Vibe Cube Ottoman/Pink Vinyl	126.00
VIB04		Vibe Cube Ottoman/Red Vinyl	126.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	126.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	126.00
VIB07		Vibe Cube Ottoman/Beige Vinyl	126.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	126.00
OTS		South Beach Wedge Ottoman/Plat. Suede	233.00
OTK		Half Round Ottoman/Black Leather	373.00
OTL		Half Round Ottoman/White Leather	373.00
CCB		Circle Ottoman/Black Leather	580.00
CCW		Circle Ottoman/White Leather	580.00
CCZ		Circle Ottoman/Black/White Leather	580.00
GROUP SEATING			
RSTDIN		Rustique Chair with arms/Gunmetal	140.00
DUET		Duet Chair/Black/Chrome	63.00
CS8		Berlin Chair/Black/White	104.00

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

arata expositions, inc.
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phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

CUSTOM FURNITURE

SCITECH 2016

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
GROUP SEATING (CONTINUED)			
CS9		Berlin Chair/Red/White	104.00
SC4		Jetson Chair/Black	180.00
SC1		New York Chair/Onyx/Maple Back	171.00
XCHR		Christopher Chair/White Vinyl/Chrome	102.00
SC9		Panton Side Chair/White	171.00
SC10		Razor Chair/White	79.00
CH002		Wendy Chair/Clear Acrylic	114.00
SCF		Fusion Chair/Black/White	132.00
SCC		Fusion Chair/Clear/White	132.00
SCE		Fusion Chair/Red/White	132.00
SCD		Fusion Chair/Green/White	132.00
SC8		Flex Chair with Wheels	154.00
SC3		Brewer Chair/Onyx/Black	161.00
XC3		Luxor Guest Chair/Black Leather	335.00
XC6		Altura Guest Chair//Black Crepe	299.00
CO4		Iso Mesh Chair/Black	284.00
COCKTAIL AND END TABLES			
COLI		Oliver Cocktail Table	231.00
C1E		Silverado Cocktail Table	254.00
C1D		Soho Cocktail Table/Chocolate Top	361.00
C1K		Inspiration Cocktail Table	290.00
C1F		Geo Rectangle Cocktail Table/Black	231.00
C1C		Geo Rectangle Cocktail Table/Chrome	239.00
C1W		Sydney Cocktail Table/White	272.00
C1Y		Sydney Cocktail Table/Black	272.00
TMBTBL		Timber Table/Wood	166.00
NEMSAC		Mosaic Tables/Set of 3	281.00
ETBL		E Table/Wood	172.00
AURA		Aura Round Table/White Metal	140.00
EOLI		Oliver End Table	212.00
E1E		Silverado End Table	239.00
E1D		Soho End Table/Chocolate Top	326.00
E1K		Inspiration End Table	277.00
E1F		Geo End Table/Black	217.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
COCKTAIL AND END TABLES (CONTINUED)			
E1C		Geo End Table/Chrome	224.00
CDYTB		Candy Table/White/Black Top	193.00
E1W		Sydney End Table/White	245.00
E1Y		Sydney End Table/Black	245.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	185.00
CONFERENCE TABLES			
CG1		Manhatten Conference Table/Black	276.00
CF2		Geo Rectangle Conference Table/Black	373.00
CE2		Geo Rectangle Conference Table/Chrome	387.00
OCT6W		Nova Oval Table/6' White	510.00
CE1		Geo Square Rounded Conference Table	267.00
CF1		Geo Square Rounded Conference Table/Black	255.00
CB2		Conference Table/6' Graphite Nebula	417.00
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate	319.00
CB3		Conference Table/8' Graphite Nebula	506.00
CD2		Conference Table/6' Grey Nebula	417.00
CD3		Conference Table/8' Grey Nebula	506.00
CC6		Conference Table/6' Rectangle/Mahogany	387.00
CC7		Conference Table/8' Rectangle/Mahogany	477.00
CC8		Conference Table/10' Rectangle/Mahogany.	758.00
CT06GR		6' Granite Conference Table	301.00
C508GR		8' Granite Conference Table	366.00
CT10GR		10' Granite Conference Table	550.00
CC5		Conference Table/42" Round Mahogany	342.00
CB1		Conference Table/42" Round/Graphite	342.00
CONF42		Table/White Laminate	370.00
EXECUTIVE CHAIRS			
PROEXE		Pro Executive Chair/White Classic Vinyl	358.00
XC2		Luxor Executive Chair/Black Leather	364.00
XC1		Luxor Executive/High Back/Black Leather	387.00
XC5		Altura Executive Chair/Mid Back/Black Crepe	328.00
XC4		Altura/Executive Chair/High Back/Black	357.00
OTO		Perth Chair/High Back/Black	422.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES			
G30BMS		Bar Table/Maple Top	609.00
G30BMW		Bar Table/Maple Top/w Grommet Holes	609.00
G30BWS		Bar Table.White Top	609.00
G30BWW		Bar Table/White Top/w Grommet Holes	609.00
G30DMS		Café Table/Maple Top	490.00
G30DMW		Café Table/Maple Top/w Grommet Holes	490.00
G30DWS		Café Table/White Top	490.00
G30DWW		Café Table/White Top/w Grommet Holes	490.00
G30CMS		Cocktail Table/Maple Top	325.00
G30CMW		Cocktail Table/Maple Top/w Grommet Holes	325.00
G30CWS		Cocktail Table/White Top	325.00
G30CWW		Cocktail Table/White Top/w Grommet Holes	325.00
BARSTOOLS			
RSTSTL		Rustique Barstool/Gunmetal	127.00
BS001		Shark Swivel Barstool/White Plastic	299.00
BS002		Zoey Swivel Barstool/White Vinyl	271.00
BS003		Zoey Swivel Barstool/Black Vinyl	271.00
ROLLRD		Lift Barstool/Red Vinyl	204.00
ROLLGY		Lift Barstool/Gray Vinyl	204.00
ROLLWH		Lift Barstool/White Vinyl	204.00
ROLLBL		Lift Barstool/Black Vinyl	204.00
BSN		Jetson Barstool/Black	257.00
BCE		Ice Barstool/Transparent/Chrome	212.00
BSS		Banana Barstool/Black	229.00
BST		Banana Barstool/White	229.00
BSL		Gin Barstool/Maple	181.00
BSC		Oslo Barstool/White	239.00
BSD		Oslo Barstool/Blue	239.00
BAR TABLES			
V TK		Maple Bar Table/Black Base	224.00
V TJ		Graphite Nebula Bar Table/Black Base	224.00
30MHSB		Mahogany Bar Table/Black Base	280.00
VTG		Silver Textured Bar Table/Black Base	237.00
V TB		Brushed Red Bar Table/Black Base	224.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
BAR TABLES (CONTINUED)			
V TC		Brushed Blue Bar Table/Black Base	224.00
V TP		Maple Bar Table/Black Base	233.00
V TN		Graphite Nebula Bar Table/Black Base	233.00
VTW		White Laminate Bar Table/Black Base	255.00
WTK		Maple Bar Table/Tulip Base	284.00
W TJ		Graphite Nebula Bar Table/Tulip Base	284.00
30MHTB		Mahogany Bar Table/Tulip Base	312.00
WTS		Silver Textured Bar Table/Tulip Base	365.00
WTB		Brushed Red Bar Table/Tulip Base	284.00
WTC		Brushed Blue Bar Table/Tulip Base	284.00
WTP		Maple Bar Table//Tulip Base	312.00
WTN		Graphite Nebula Bar Table/Tulip Base	312.00
WTW		White Laminate Bar Table/Tulip Base	422.00
CAFÉ TABLES			
ZTK		Café Table/Maple	195.00
ZTJ		Café Table//Graphite Nebula	195.00
30MHSC		Café Table/Mahogany/30” Round	268.00
ZTG		Café Table/Silver Textured Top	217.00
ZTB		Café Table/Brushed Red	216.00
ZTC		Café Table/Brushed Blue	195.00
ZTP		Café Table/36” Top/Maple	216.00
ZTN		Café Table/36” Top/Graphite Nebula	216.00
ZTQ		Café Table/36” Round/White Laminate	274.00
XTK		Café Table/Maple/Tulip Base	267.00
XTJ		Café Table/Graphite Nebula/Tulip Base	267.00
30MHTC		Café Table/Mahogany/Tulip Base	290.00
XTS		Café Table/Silver Textured Top	345.00
XTB		Café Table/Brushed Red/Tulip Base	267.00
XTC		Café Table/Brushed Blue/Tulip Base	267.00
XTP		Café Table/36” Top/Maple/Tulip Base	290.00
XTN		Café Table/Graphite Nebula/Tulip Base	290.00
XTR		Café Table//White Laminate Top/Tulip Base	345.00

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
TRAINING ROOM			
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate/White	319.00
BOOKCASES AND PRODUCT DISPLAYS			
PMB36		Plastic Pedestal/Black	371.00
PMB42		Plastic Pedestal/Black	437.00
PDL		Locking Door Pedestal/Black	426.00
PDL36W		Powered Locking Pedestal/White	460.00
PDL42W		Powered Locking Pedestal/White	550.00
BC6		Bookcase/Mahogany	320.00
BC7		Bookcase/Graphite	312.00
PDL36B		Powered Locking Pedestal/Black	460.00
PDL42B		Powered Locking Pedestal/Black	550.00
ET2		Etagere/Black	320.00
ET1		Etagere/Pewter	320.00
UTILITY CHAIRS			
SY1		Altura Task Chair/Black Crepe	186.00
DF1		Altura Drafting Stool/Black Crepe	277.00
DESKS/CREDENZAS AND FILES			
JD6		Executive Desk/Mahogany	521.00
JD7		Executive Desk/Graphite	499.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
DESKS/CREDENZAS AND FILES (CONTINUED)			
CR6		Credenza/Mahogany	521.00
CR7		Credenza/Graphite	491.00
VF4		Vertical File/4 Drawer	245.00
VF2		Vertical File/2 Drawer	180.00
L26		Lateral File/Mahogany	395.00
L27		Lateral File/Graphite	374.00
FRIDGES			
R1R		Refrigerator/White/20” x 30” x 65”/14.0 cubic	782.00
R1Q		Refrigerator/White/20” x 22” x 33”/4.0 cubic	261.00
MOBILE TABLET STANDS AND ACCESSORIES			
TBBCHR		Brochure Holder/8.625”x1.1”x11.325”	60.00
TBSHLF		Charging Shelf/14.85”x7.17”x1”	60.00
TBPNTR		Wireless Printer Holder/3.3”x1.9”x5.28”	60.00
TBSTDW		Mobile Tablet Stand/White/14”x13”x44.5”	193.00
TBSTND		Mobile Tablet Stand/Black/14”x13”x44.5”	193.00
LAMPS AND LIGHTED PRODUCTS			
LA15		Mason Floor Lamp/Brushed Silver	205.00
LA14		Mason Table Lamp/Brushed Silver	139.00
CUBL20		Edge Lighted Cube Ottoman/White Plastic	185.00
CUBTBL		Edge LED Cube Table/White Plastic	185.00
BARS			
BR1		Martini Bar	1295.00
BRC		Circle Martini Bar	3728.00

Add 30% to orders not received by the discount deadline date.
Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.
A delivery fee of $50.00 will be added to each order.

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total	
Add 30% after 12/18/15	
8% Tax	
Delivery Fee	50.00
Total	

Company Name | Booth Number

Street Address

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RENTAL BOOTHS

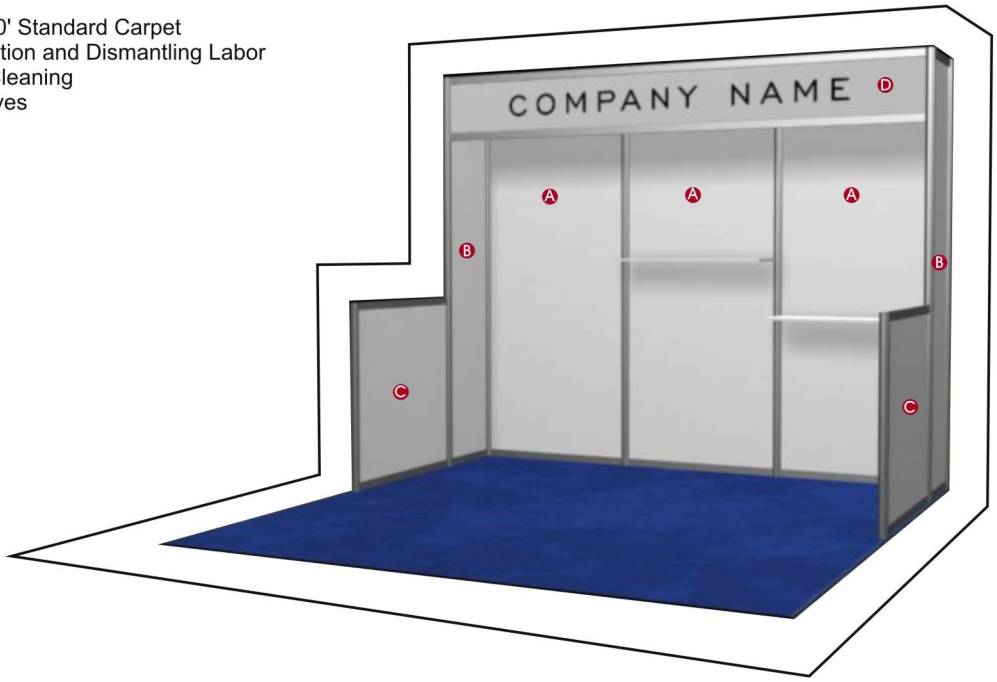
SCITECH 2016

A

P A C K A G E

$ 3,215.00

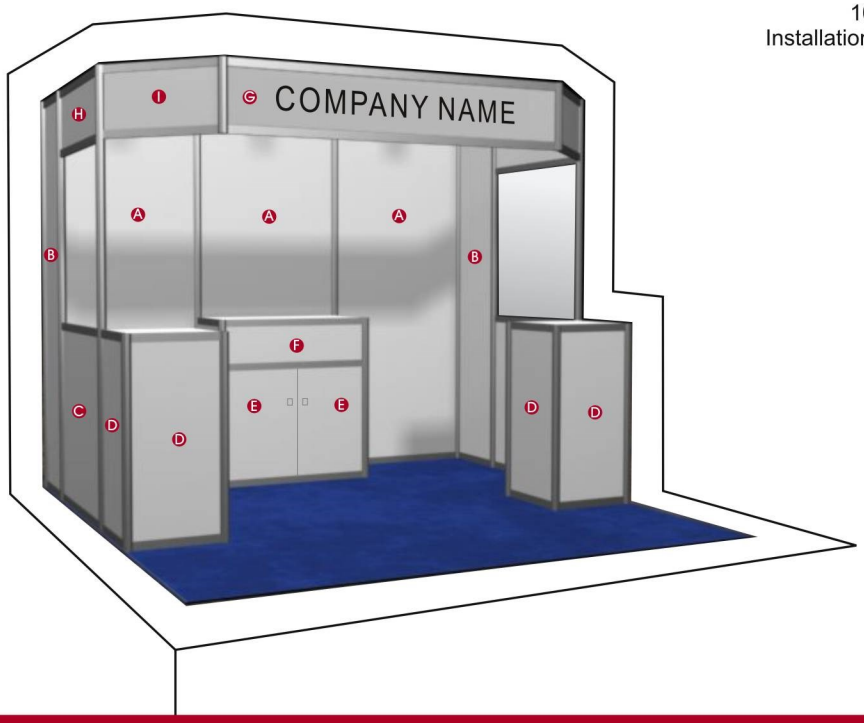
10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Shelves



Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"

Header:
- Ⓓ 1 - 116.875" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with **½" Bleed**.



10' x 10' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
1 Credenzas
2 Pedestals

B

P A C K A G E

$ 4,106.00

Actual Panel Sizes:
- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 10 - 18.5" x 38.875"
- Ⓔ 2 - 20" x 27.5"(doors)
- Ⓕ 1 - 38.125" x 9.25"

Header:
- Ⓖ 1 - 77.625" x 11.875"
- Ⓗ 2 - 38.125" x 11.875"
- Ⓘ 2 - 26.625" x 11.875"

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
ORDER EARLY

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RENTAL BOOTHS

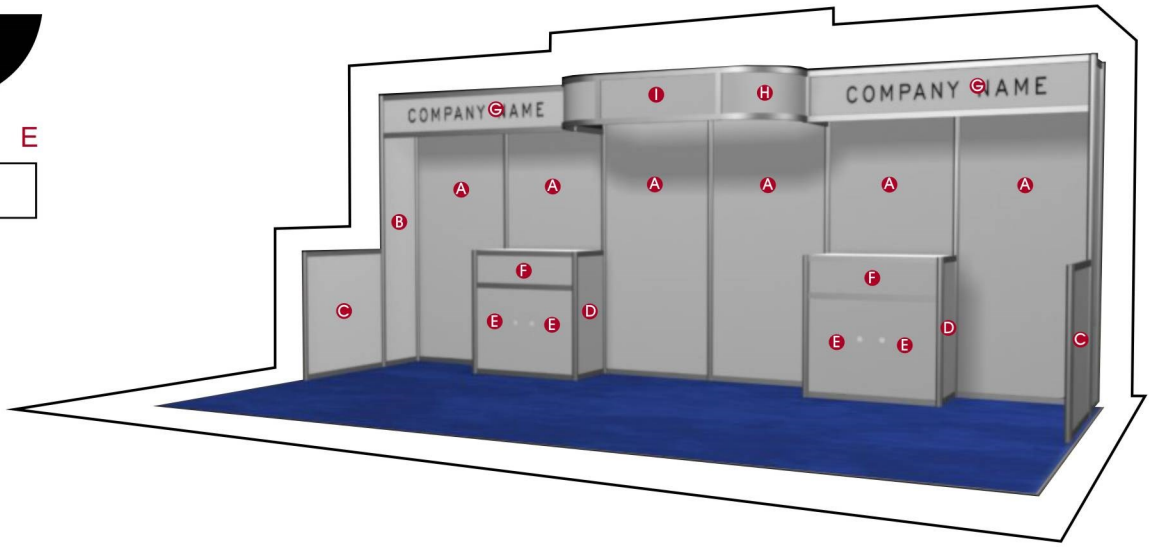
SCITECH 2016

C

P A C K A G E

$ 7,635.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas



Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 4 - 18.5" x 38.875"
- Ⓔ 4 - 20" x 27.5"
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓒ 2 - 77.625" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"
- Ⓘ 1 - 38.125" x 11.875"

Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

D

P A C K A G E

$ 8,775.00

10' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Credenzas

Actual Panel Sizes:
- Ⓐ 6 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 2 - 29.75" x 38.875"
- Ⓔ 4 - 20" x 27.5"(doors)
- Ⓕ 2 - 38.125" x 9.25"

Header:
- Ⓒ 3 - 38.125" x 11.875"
- Ⓗ 2 - 29.75" x 11.875"

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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RENTAL BOOTHS

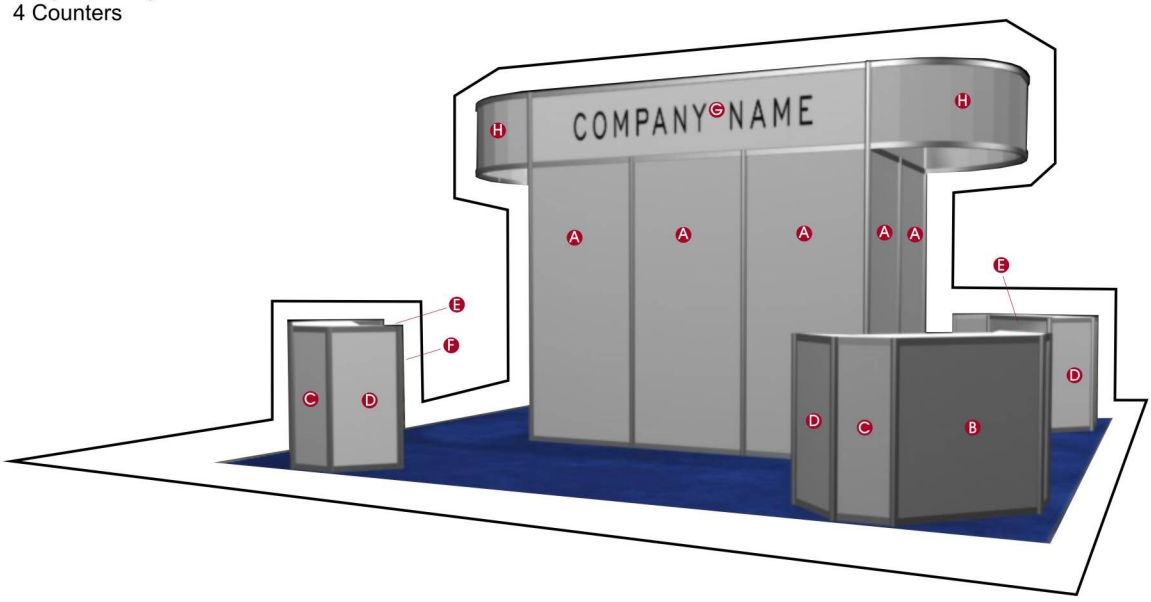
SCITECH 2016

E

PACKAGE

$ 11,255.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 9 - 38.125" x 92.875"
- Ⓑ 4 - 38.125" x 38.875"
- Ⓒ 8 - 12.625" x 38.875"
- Ⓓ 8 - 18.5" x 38.875"
- Ⓔ 4 - 38.125" x 19.25"
- Ⓕ 8 - 20" x 27.5" (doors)

Header:
- Ⓖ 2 - 116.875" x 20.875"
- Ⓗ 2 - 86.25" x 20.875"

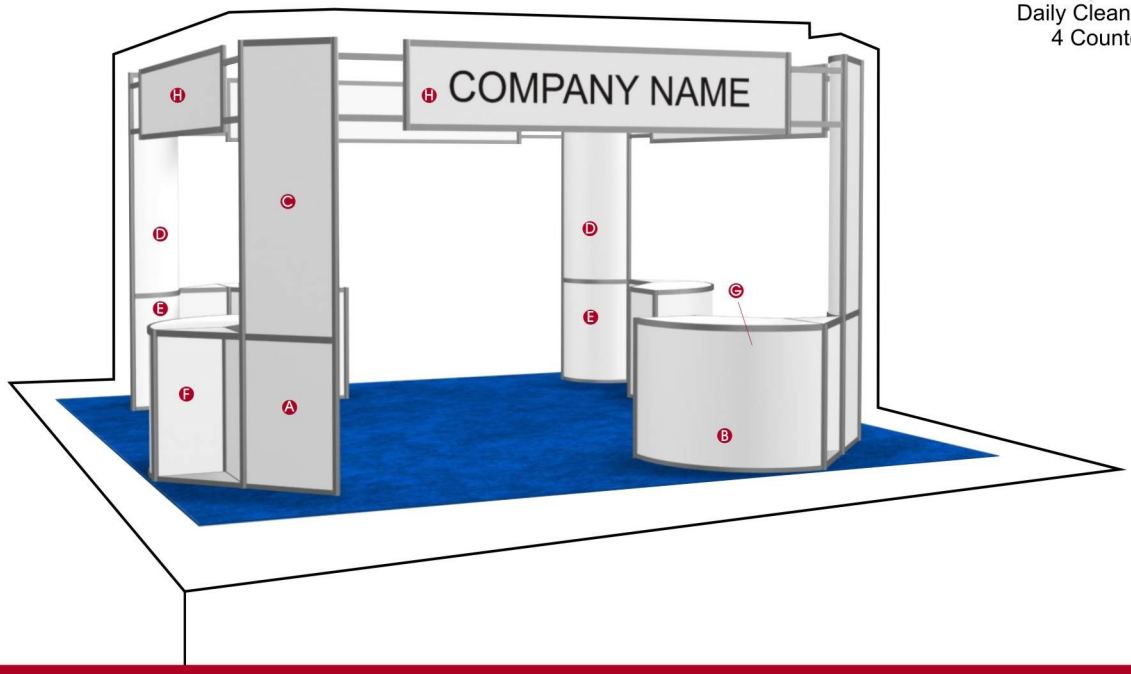
Please **DO NOT** place any text ½" from all finished edges for panel insertion. Files must be setup with ½" **Bleed**.

F

PACKAGE

$ 13,190.00

20' x 20' Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
4 Counters



Actual Panel Sizes:
- Ⓐ 4 - 26.625" x 38.875"
- Ⓑ 4 - 60.625" x 38.875"
- Ⓒ 4 - 26.625" x 76.75"
- Ⓓ 4 - 29.75" x 76.75"
- Ⓔ 4 - 29.75" x 38.875"
- Ⓕ 12 - 18.5" x 38.875"
- Ⓖ 8 - 20" x 27.5" (doors)

Header:
- Ⓗ 4 - 116.875" x 20.875"

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.
Please add 8% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.
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CUSTOM RENTAL BOOTH PACKAGES

Please Select Rental Booth Package:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

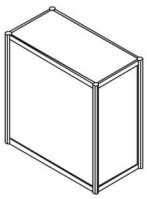
Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

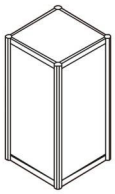
Other: _____

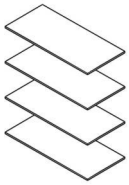
RENTAL BOOTH PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

Credenza	**Pedestal**	**Shelves**	**Clip-On Lights**
18”d x 36”w x 42”h	18”d x18”w x 42”h	12” x 36”	
$400.00 each	$385.00 each	$62.00 each	$42.00 each
Qty ____ $_____ (total)	Qty ____ $_____ (total)	Qty ____ $_____ (total)	Qty ____ $_____ (total)







Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.

Rental Package Total	
Accessories Total	
50% after 12/18/15	
8% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

arata expositions, inc.
4104 l.b. mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

BOOTH CLEANING

SCITECH 2016

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.
NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

					Discount Price	**Standard Price**	**Extended Price**	
Pre Show Cleaning	_____	x	_____	= _____ sq. ft.	x $.62 per sq. ft	$.80 per sq. ft	=	$ _____
Daily Booth Cleaning	_____	x	_____	= _____ sq. ft.	x $.1 86 per sq. ft	$.70 per sq. ft	=	$ _____

The square footage is based on the overall size of the space occupied.

PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only.

	Cost per Day		**Number of Show Days**		**Extended Price**
Daily Porter Service (3 show days)	$86.00	x	_____	=	_____

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
8% Tax	
Total	

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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SPECIAL SIGNS

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.
All companies must provide a credit card authorization form with orders.

CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS
(10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	$48.00	$
	7" x 44"	$60.00	$
	11" x 14"	$48.00	$
	14" x 22"	$64.00	$
	22" x 28"	$100.00	$
	28" x 44"	$140.00	$
	40" x 60"	Quoted	$
	Easel back	$10.00	$

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

- Type ftp://ftp.aratafiles.com
- User: Arata@aratafiles.com
- Password: Welcome22@

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

FILE PREPARATION

FILE TYPES
Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS
All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING
A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

Discount Deadline: December 18, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 12/18/15	
8% Tax	
Total	

Company Name | Booth Number

Street Address

City | State | Zip Code | Country

Email Address | Contact Name

Telephone | Fax

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MECHANICAL LIFTS

SCITECH 2016

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, GENIE LIFTS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.
- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your cooperation.

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LABOR REGULATIONS

SCITECH 2016

LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

INSTALLATION AND DISMANTLE LABOR

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature within their booth for as long as necessary.

One full-time employee of the exhibiting company may set their exhibit provided that this person can finish in 1/2 hour. They may not use power tools. After the 1/2 hour is up, exhibitors must use union labor provided by Arata Expositions, Inc. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

FREIGHT HANDLING

Arata Expositions, Inc. will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers as well as the handling of empty crates and the operation of handling equipment. Exhibitors may hand carry their own material from POV's (privately owned vehicles). They are not permitted to use any material handling equipment. This includes dollies, carts or other mechanical equipment. Only full-time employees of the exhibiting company will be allowed to hand carry items.

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form and the necessary ladders and tools will be provided.

GRATUITIES

Arata Expositions requests that exhibitors do not tip our employees. Union employees have a fifteen minute paid break mid-morning and mid-afternoon. Do not give union employees coffee breaks other than at these times. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.

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DISPLAY LABOR

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

ADVANCE RATE APPLIES TO ORDERS RECEIVED BY DECEMBER 18, 2015

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00AM TO 4:30PM WEEKDAYS	$135.00 PER MAN PER HOUR	$175.50 PER MAN PER HOUR
OVERTIME: 4:30PM TO 8:00AM WEEKDAYS AND ALL DAY SATURDAY	$202.00 PER MAN PER HOUR	$252.50 PER MAN PER HOUR
DOUBLE TIME: SUNDAYS AND HOLIDAYS	$270.00 PER MAN PER HOUR	$351.00 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
			X		=		@ $	= $
			X		=		@ $	= $

AEI Supervision (30%/$35.00) _____

Total Estimated Labor Costs _____

☐ Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before installing our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

DISMANTLING OF DISPLAY:

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
			X		=		@ $	= $
			X		=		@ $	= $

AEI Supervision (30%/$35.00) _____

Total Estimated Labor Costs _____

☐ Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill ($35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

☐ Request you to await our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name:_____ Telephone Number:_____

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

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AEI SUPERVISED LABOR

SCITECH 2016

This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ___ Showsite ___ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

Total number of: Crates _____ Cartons _____ Cases _____ Other (please specify) _____

SET UP INFORMATION

Display Carpet: Shipped with exhibit: _____ Rented from AEI _____ Color _____ Size _____

Electrical Placement: Electrical under carpet: _____ Drawing attached (required): _____ Drawing with exhibit _____

Special Electrical Instructions: _____

Set up instructions: Attached: _____ Shipped with display: _____ Special tools/hardware: _____

Special set up or dismantle instructions: _____

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

_____

_____

_____

_____

Carrier: _____

☐ T3 Logistics ☐ Common Carrier

☐ Van Line

☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		

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EXHIBITOR APPOINTED CONTRACTOR

SCITECH 2016

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DEADLINE:

Friday, December 4, 2015

RETURN TO:

Arata Expositions, Inc.
4104 LB McLeod Road
Orlando, FL 32811
Fax: (407) 839-5929

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than December 4,2015 . If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of California, must be provided with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in one occurrence; $2,000,000 with respect to injuries to more than one person in any one occurrence; and $500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., AIAA, and the facility as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The Exhibitor Appointed Contractor must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of $0.30 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to is initial condition.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name	Booth Number
Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
Email Address	Phone Number
Type of work being performed	
"Non-Official Contractor/Display House	Contact Name
Email Address	Phone Number

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MATERIAL HANDLING

SCITECH 2016

LIMITS OF LIABILITY

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
   - The Exhibit Shipping Information & Drayage Rate Schedule is signed; or
   - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
   - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

2. **AEI'S RESPONSIBLITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.

3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**

5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.

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LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.

9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.

11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.

12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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TIPS FOR MATERIAL HANDLING

SCITECH 2016

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.

2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.

3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.

4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**

6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
12/28/15	80 Lbs.	200 Lbs. Min.	$112.00	$224.00
12/28/15	50 Lbs.	200 Lbs. Min.	$112.00	$224.00
12/28/15	70 Lbs.	200 Lbs. Min.	$112.00	$224.00
	200 Lbs. Total		Material Handling Charges	$672.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	$/100 Lbs.	Total Cost
12/28/15	200 Lbs.	200 Lbs. Min.	$112.00	$224.00
	200 Lbs. Total		Material Handling Charges	$224.00

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SHIPPING INFORMATION

SCITECH 2016

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive on or between 20 November 2015 and 28 December 2015 to avoid late fees. The warehouse will be closed 24-25 December 2015 and will receive shipments until noon on 31 December 2015 and closed on 01 January 2016).

To: **(Name of Exhibitor and booth number)**
For: SCITECH 2016
c/o: Arata Expositions, Inc.
c/o: YRC
9525 Padgett Street
San Diego, CA 92126

DIRECT SHOWSITE SHIPMENTS

(Shipments will be received Sunday, 3 January 2016 between 1300 and 1700 and Tuesday, 5 January 2016 between 0800 - 1500)

To: **(Name of Exhibitor and booth number)**
For: SCITECH 2016
c/o: Arata Expositions, Inc.
c/o: Manchester Grand Hyatt
Grand Hall
1 Market Place
San Diego, CA 92101

To avoid confusion, remove all expired shipping labels before shipment.

Material Handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Monday, December 28, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth prior to exhibitor set up time.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may hand carry items only, by one person in one trip, and will not permit exhibitors to use dollies, hand trucks or pushcarts.

ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Arata Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by your appointed move-out time, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, **Arata Expositions, Inc.** cannot be responsible for delivery time or damage or loss to property.

arata expositions, inc.
4104 l.b. mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

MATERIAL HANDLING RATE SCHEDULE

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	112.00 per CWT
Special Handing Shipment	141.25 per CWT

SITE SHIPMENTS: This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	136.25 per CWT
Special Handling Shipment	170.31 per CWT
Uncrated/pad wrapped Shipment	204.37 per CWT

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

OVERTIME SURCHARGE:

Crated Shipment	34.00 per CWT
Special Handling Shipment	42.50 per CWT
Uncrated/pad wrapped Shipment	51.09 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER DECEMBER 28, 2015

Crated Shipment	34.00 per CWT
Special Handling Shipment	42.50 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of $45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

WEIGHT TICKET FEE: A $25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

SPECIAL SERVICES: A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

arata expositions, inc.
4104 l.b. mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

MATERIAL HANDLING CALCULATION

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	**450 lbs (500) Divided by 100 =**	**5**	**x**	**$112.00**	**=**	**$545.00**
Warehouse Crated			**x**	**$112.00**	**=**	
Warehouse Special Handling			**x**	**$141.25**	**=**	

NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions Material Handling Rate Schedule form for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	**450 lbs (500) Divided by 100 =**	**5**	**x**	**$136.25**	**=**	**$681.25**
Showsite Crated			**x**	**$136.25**	**=**	
Showsite Special Handling			**x**	**$170.31**	**=**	
Showsite Uncrated/Pad-Wrapped			**x**	**$204.37**	**=**	

NOTE: Overtime charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling Rate Schedule form for surcharges.

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Please refer to the Special Handling Definitions outlined in the manual.

UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments	$
Total Showsite Shipments	$
Material Handling Total	$

Company Name	Booth Number
Street Address	
City	State / Zip Code / Country
Email Address	Contact Name
Telephone	Fax

arata expositions, inc.
4104 l.b. mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

SPECIAL HANDLING

SCITECH 2016

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:
Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

Stacked Shipments:
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Constricted Space Unloading/Loading:
Trailer loaded "high and tight" shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

Designated Piece Unloading/Loading:
Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Mixed Loads:
Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

Crated vs. Uncrated:
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:
Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

Alternate Delivery Location:
Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:
Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:
Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.

arata expositions, inc.
15928 tournament drive
gaithersburg, md 20877
phone: (301) 921-0800
fax: (301) 990-1717
www.arataexpo.com

FREIGHT ROUTING

SCITECH 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

Please return this form by:
December 28, 2015

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

Origin of Shipment _____ Booth Number _____

Shipping Date _____ Carrier _____

Approximate Number of Containers _____ Approximate Arrival Date _____

Weight of Largest Container _____ Total Weight of Shipment _____

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
  Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Approximate Number of Containers _____ Approximate Weight of Shipment _____

Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name

Street Address _____ City _____ State _____ Zip _____

Carrier _____ PREPAID ☐ Collect ☐

Total Number of Containers _____ Total Weight of Shipment _____

Description _____

Company Name			Booth Number
Street Address			
City	State	Zip Code	Country
Email Address			Contact Name
Telephone	Fax		

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o YRC
9525 Padgett St.
San Diego, CA 92126

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o YRC
9525 Padgett St.
San Diego, CA 92126

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o YRC
9525 Padgett St.
San Diego, CA 92126

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o YRC
9525 Padgett St.
San Diego, CA 92126

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o Manchester Grand Hyatt San Diego
Grand Hall
1 Market Place
San Diego, CA 92101

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o Manchester Grand Hyatt San Diego
Grand Hall
1 Market Place
San Diego, CA 92101

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o Manchester Grand Hyatt San Diego
Grand Hall
1 Market Place
San Diego, CA 92101

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2016
c/o arata expositions, inc.
c/o Manchester Grand Hyatt San Diego
Grand Hall
1 Market Place
San Diego, CA 92101

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

T3 LOGISTICS

GROUND AIR SEA

Official Carrier For:

SCITECH 2016

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

For rates and scheduling, please contact us at:
operations@t3logistics.com or call **1-866-920-4228**.

SCITECH 2016

LOGISTICS

T3 Logistics, LLC
OFFICIAL SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

FAX: 1-410-799-0118
E-MAIL: operations@t3logistics.com
CALL: 1-866-920-4228

Quote / Shipping Request

Shipper Contact	
Phone # / Fax #	
E-mail	

FROM		TO	
Company:		**Company:**	
Event Name:		**Event Name:**	
Facility Name:		**Facility Name:**	
Booth #:		**Booth #:**	
Address:		**Address:**	
City, St., Zip		**City, St., Zip**	
Contact:		**Contact:**	
Phone:	**Fax:**	**Phone:**	**Fax:**

Pick Date: / /	**Time:**	**Delivery Date:** / /	**Time:**
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight *(Subject to change)*	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information **PLEASE READ NOW!**	Minimum cargo liability agreed to be not more than $0.50/lb. or $50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:
- ☐ **Next Day**
- ☐ **Second Day**
- ☐ **3-5 Day Deferred**
- ☐ **Van Line Service**
- ☐ **Other:**

- ☐ **Request pre-printed address**
- ☐ **Labels and shipping form**
- ☐ **Schedule return shipment**

Comments:

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 12/15/15

E ☐ M ☐

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-6625 Fax: (619) 696-7762
SanDiego@edlen.com

COMPANY:		BTH #	
EVENT:	**SciTech 2016**		
FACILITY:	**Manchester Grand Hyatt**		
DATES:	**January 5-7, 2016**	EVENT #	016067

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.

Form 120-08-2015

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			91.00	137.00	
1000 WATTS (10 AMPS)			153.00	230.00	
1500 WATTS (15 AMPS)			179.00	269.00	
2000 WATTS (20 AMPS)			206.00	309.00	
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT		244.00	366.00	
8' POLE LIGHT WITH 1 FIXTURE		119.00	179.00	
8' POLE LIGHT WITH 2 FIXTURES		148.00	222.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		24.00	
POWER STRIP		24.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		103.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		206.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		227.00	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

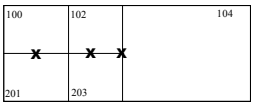
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

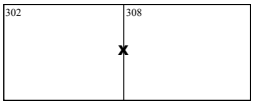
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

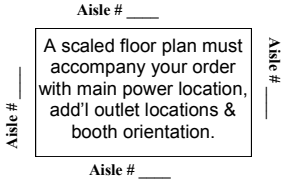
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



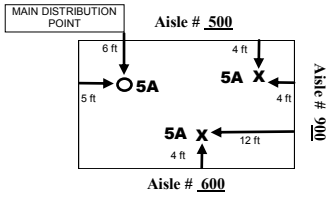
(IN-LINE BTHS) (PENINSULA)



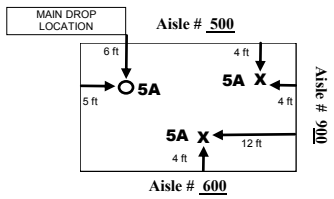
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-6625 Fax: (619) 696-7762
SanDiego@edlen.com

COMPANY:		BTH #	
EVENT:	**SciTech 2016**		
FACILITY:	**Manchester Grand Hyatt**		
DATES:	**January 5-7, 2016**	EVENT #	016067

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:
   A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
   B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
3. Date you will begin building your booth _____ Estimated time _____
4. Are you renting your carpet through the decorator Yes_____ No _____ Bringing own _____
5. Show Site Contact with authority to make additions or changes to your order:
   Contact Name _____
   Contact Company _____
   Contact Cell # _____
6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)

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SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name: _____ Company: _____

Cell Number: _____ Email address: _____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 103.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime ..... 206.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... 227.00 per hour

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION
ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 12/15/15

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COMPANY:		**BTH #**	
EVENT:	**SciTech 2016**		
FACILITY:	**Manchester Grand Hyatt**		
DATES:	**January 5-7, 2016**	EVENT #	016067

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:	THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 12/15/15

EDLEN
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COMPANY:		BTH #	
EVENT:	**SciTech 2016**		
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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

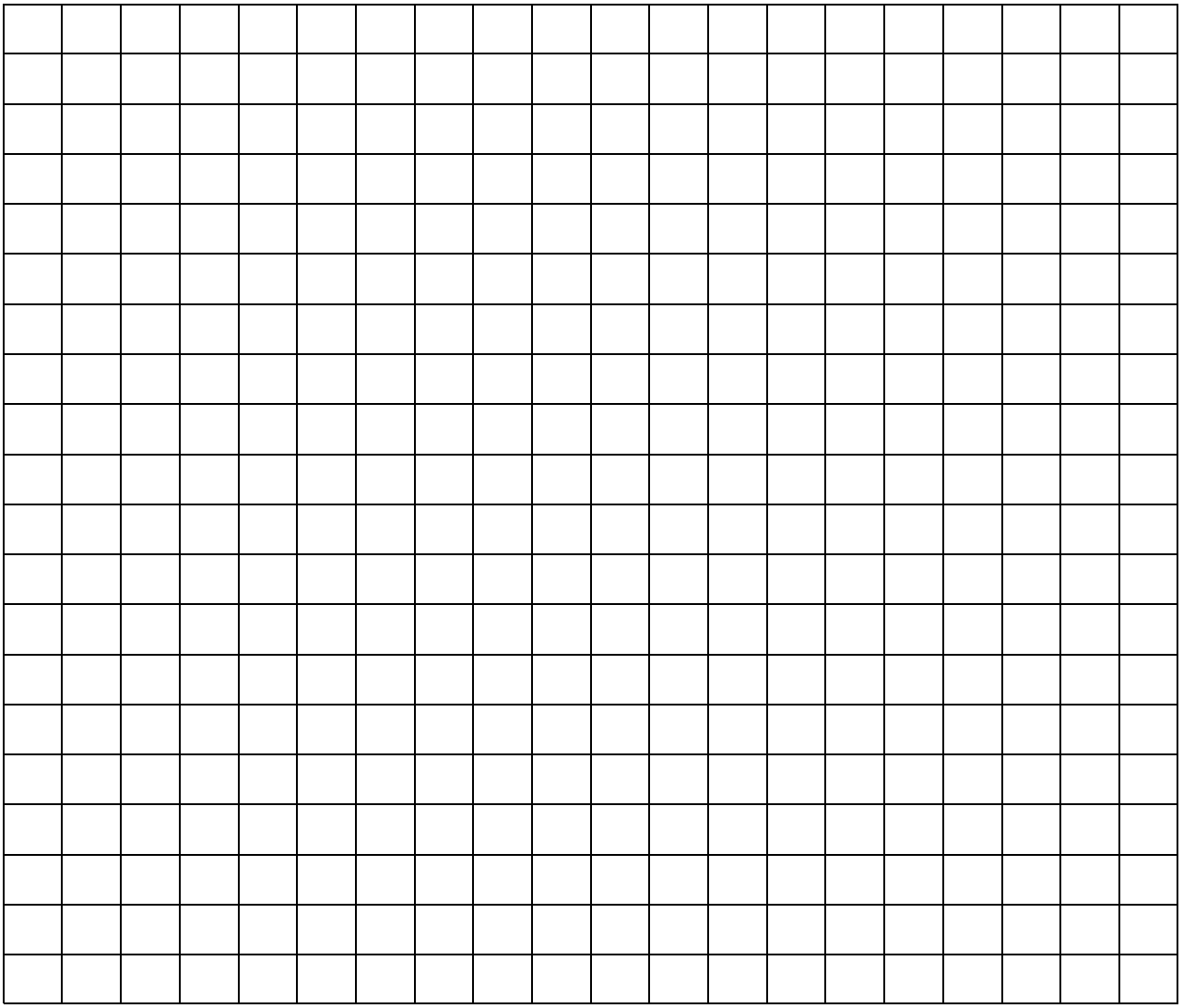
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING ORDER FORM

Advance Payment Deadline Date: 12/15/15

E ☐ M ☐

EDLEN
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SanDiego@edlen.com

COMPANY:		BTH #	
EVENT:	**SciTech 2016**		
FACILITY:	**Manchester Grand Hyatt**		
DATES:	**January 5-7, 2016**	EVENT #	016067

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you *must order another outlet.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi				
____	Air Outlet	523.00	784.00	
____	Additional Connections within 20' of Outlet	336.00	504.00	
____	CFM requirements (There is a 5 CFM min. charge per outlet)	11.00/cfm	16.00/cfm	

Remember to order CFM with air services. **Connection size see # 9 on back of form.**

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

____	Water Outlet	523.00	784.00	
____	Additional Connections within 20' of Outlet	336.00	504.00	

# of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES

____	Drain Outlet	523.00	784.00	
____	Additional Connections within 20' of Outlet	336.00	504.00	

Number of connections required: _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

____	1 – 50 Gallons	168.00	252.00	
____	51 – 200 Gallons	448.00	672.00	
____	201 – 500 Gallons	560.00	840.00	
____	Each additional 100 Gallons up to 1,000 Gallons	56.00	84.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

____	ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	112.00	
____	OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	224.00	
____	LIFT (Only required if outlets are dropped from overhead)	227.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

_____ $ _____

_____ $ _____

TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

The "Method of Payment" form must be completed and returned with this order form

GRAND | HYATT
MANCHESTER
SAN DIEGO

Exhibit Price Guide

EQUIPMENT RENTAL REQUEST FORM

Video Equiment

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
90" HD Monitor *(Includes Stand)*	$1500.00			
80" HD Monitor *(Includes Stand)*	900.00			
60" HD Monitor *(Includes Stand)*	650.00			
50" HD Monitor *(Includes Stand)*	500.00			
32" HD Monitor *(Desktop)*	275.00			
20" Flat Screen Monitor *(Desktop)*	100.00			
7' Executive LCD and Screen Package	750.00			
DVD Player	195.00			
PC Laptop	225.00			
Mac Laptop	325.00			
Custom Digital Signage and Video Units	Quote			

Miscellaneous Support

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Laptop or Monitor Audio System	$25.00			
Wireless Microphone / Please circle choice: Handheld or Lavaliere/ Clip On	175.00			
Speaker System *(75w System)*	150.00			
Custom Sound Reinforcement Options Available	Quote			
Wireless Presenter *(Slide Advancer)*	90.00			
Laser Pointer	40.00			
Flip Charts	65.00			

SUBTOTAL:_____

Service Charge = 24% of Subtotal:_____

City Tax = 8% of Service Charge:_____

Add 15% of Subtotal for orders less than 72 hours before delivery:_____

Add 25% of Subtotal for on-site orders:_____

EXHIBIT ORDER TOTAL:_____

GRAND | HYATT
MANCHESTER
SAN DIEGO

Exhibit Price Guide

EXHIBITOR CONTRACT

Show Name: _____ **Room or Booth#** *(Required)*: _____

Group/Organization: _____ Event: _____

On-Site Contact _____ Requested by _____

On-Site Cell # _____ Phone # _____

Fax # _____ Fax # _____

E-mail Address _____ E-mail Address _____

Address _____ City _____ State _____ Zip _____

Delivery Date:	Delivery Time:	Pick Up Date:	Pick Up Time:

Exhibitor must be present to sign for order at time of delivery. Please contract the Audio Visual Service Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contract the Electricians for your delivery. Encore Event Technologies is unable to guarantee a delivery time. Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Please return completed form to: FAX (619)358-6776 or EMAIL: GrandHyattSanDiego@encore-us.com

Payment Information

If you claim sales tax exemption in this state, please furnish a copy of your tax-exempt certificate with your order.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, **but a credit card authorization should be on file**. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #: _____ Authorized Signer's Name: _____

Credit Card #: _____ CCID: _____ Type: _____ Exp: _____

Customer Signature: _____ Print Name: _____ Date: _____
(as it appears on credit card)

Terms and Conditions

All orders subject to limits of liability and responsibility as set forth below.
By executing this order form, Lessee agrees as follows:
1. All checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of San Diego are subject to city tax of 8%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down will be completed by Encore and is not included in the equipment rental price. Encore will advise if additional charges apply.
7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature: _____

Please Type or Print Name: _____